

Office of the Illinois State Treasurer  
Position Description

**Position Title:** College Savings and Venture Capital Investments Intern  
**Division:** Investments, Banking & Finance  
**Domicile:** Chicago

**Position Summary:**

The goal of the Treasurer's Office Internship program is to provide a worthwhile experience to students who are interested in understanding how government agencies and financial entities work together to provide vital services to the public. The Office of the Treasurer maintains departments including Investment Operations, Banking, Information Technology, Communications, Policy, Scheduling/Advance, Legal, and Unclaimed Property that offer hands-on opportunities to understand how a Constitutional Officer and their staff conduct essential job duties.

**Supervision:**

Reports to the Deputy Director of Investment Analysis & Due Diligence

**Duties and Responsibilities:**

- Provides direct, multifaceted support to the Deputy Director of Investment Analysis & Due Diligence and investment staff in executing assigned duties to optimize investment operations.
- Assists in conducting due diligence and monitoring for external program managers/funds for the investment programs of the Treasurer's Office, including, but not limited to, the Technology Development Account (TDA I) and the Illinois Growth and Innovation Fund (IGIF)
- Utilize best practices to measure investment performance, evaluate externally managed investment programs and advise staff as to the performance and continuing appropriateness of investment managers, policies, objectives, and management structures
- Researches, develops and cross-references investment program performance with pertinent benchmarks and targets
- Assists in investment and operational due diligence, conducting extensive qualitative and quantitative due diligence on approved external managers
- Assists in overseeing economic and investment analysis and review for the strategic planning of investment portfolios
- Conducts research on the latest industry language and standards regarding information technology, privacy and security
- Contributes to the production of memos, standard operating procedures, analytical spreadsheets/visual representations and other special projects
- Assists with daily office activities as assigned
- Performs other duties as required or assigned which are reasonably related to the duties enumerated above

**Required Skills:**

- Reliable and detail-oriented, excellent organizational aptitude
- Positive "can-do" attitude and strong overall work ethic
- Works well with others in a team environment
- Ability to multi-task and focus in a time-sensitive environment
- Strong written and verbal communication skills
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public
- Proficiency in Microsoft Office applications, including Word, Excel and PowerPoint

**Fixed Income Portfolio Operations Assistant**

**Upon completion of this internship, you will have learned:**

- How investment analysis is managed and executed in a governmental setting
- First-hand, real-time knowledge of the venture capital space and financial markets
- Best practices for investment analysis, research, project management, and internal communications